

# E-mailing Your PERSI Transmittal via PGP

PERSI employers with e-mail capabilities may transmit (Upload) their monthly statements via Email using the PGP encryption utility. The following is a step-by-step procedure of how the process will work and what will be required of you to upload your export files to PERSI.

## A WORD ABOUT PGP

**PGP** (or Pretty Good Privacy) is a powerful cryptographic product family that enables you to securely exchange messages, and to secure files, disk volumes and network connections with both *privacy*\* and *strong authentication*.

PGP is the world's defacto standard for email encryption and authentication, with over 6 million users.

PGP 6.5.8 supports RSA, PGP email and secure client-to-client connections using PGP certificates. It is fully IPSec compliant with support for X.509 certificates from industry leaders such as VeriSign, Entrust and Net Tools, and VPN gateway support to create encrypted network connections to your company for secure remote access. It includes PGPdisk for lightning fast disk, file and directory encryption and authentication in addition to technical support

PGP: PGP is available for the following operating systems: Windows 95/98/NT/2000, Windows NT/2000, AIX, HPUX, LINUX, SOLARIS, MSDOS, MacOS.

\***Privacy** means that only the intended recipient of a message can read it. By providing the ability to encrypt messages, PGP provides protection against anyone eavesdropping on the network. Even if the information is intercepted, it is completely unreadable to the snooper. **Authentication** identifies the origin of the information, certainty that it is authentic, and that it has not been altered. Authentication also provides an extremely valuable tool in network security: verification of the identity of an individual. In addition to secure messaging, PGP also provides secure data storage, enabling you to encrypt files stored on your computer. Version 6.5.8 also includes **PGPnet - a powerful VPN client** which enables secure peer-to-peer IP-based network connections - and **Self-Decrypting Archives (SDAs)** which allow you to exchange information securely even with those who do not have PGP.

# Obtaining / Installing the Required Software

## PreRequisites (Verify *Before* Proceeding)

- **No other programs running**
- You will need to have the WinZip or **PKZip** file compression/uncompression utility ALREADY installed on your computer before downloading and installing PGP.
- If you do not have either of these utilities installed, we recommend **WinZip** over PKZip (because Pkzip by default, stores hundreds of unwanted and annoying advertisements on your PC!)
- There is an evaluation copy of WinZip at: <http://www.winzip.com/ddchomea.htm>

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## Downloading The PGP Software & PERSI Public Key

1 – Set your browser to PERSI's web site: <http://www.persi.state.id.us>

\* Select **Employer Information** (right side of screen)

\* Under **Transmittal Downloads** (below) download both the PGP Encryption Utility and the PERSI Public Key



### Forms

[Download PERSI Forms](#)

### Transmittal Downloads

[PGP 6.58 \(File Encryption Utility\)](#)

[PERSI PGP Public Key](#)

After you click on the respective files you will then be asked what folder to save the file(s) into. After selecting your folder (Download, Temp etc). Select **SAVE**

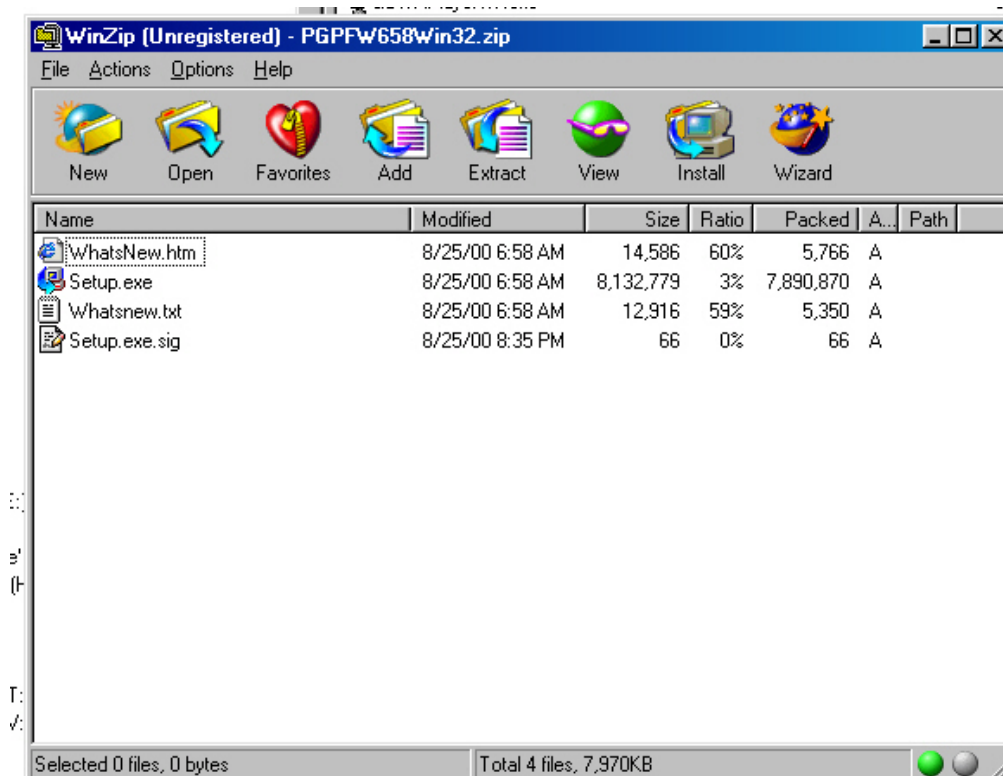
Note: The **PGPFW658Win32.zip** file is 7.9 MB in size. It should only take a few minutes to download (unless you are downloading via dial-up 56k connection) and the **Pubring.pkr** PERI Public Key file is only 2k.

## Installing The PGP Software

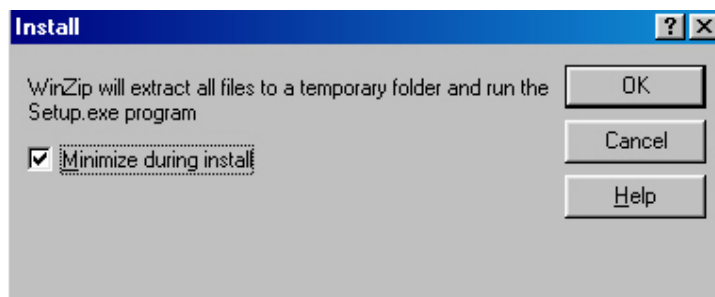
Open your Windows Explorer. Locate the downloaded **PGPFW658Win32.zip** file.

Highlight the **PGPFW658Win32.zip** file, Right click on it, select **Open with WinZip** OR doubleclick on the file and WinZip or PkZip will be started and open the file.

The following compressed files will be visible:

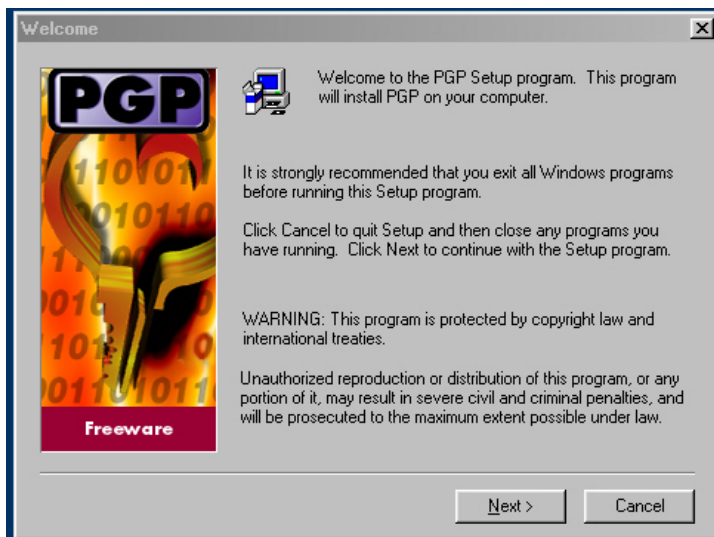


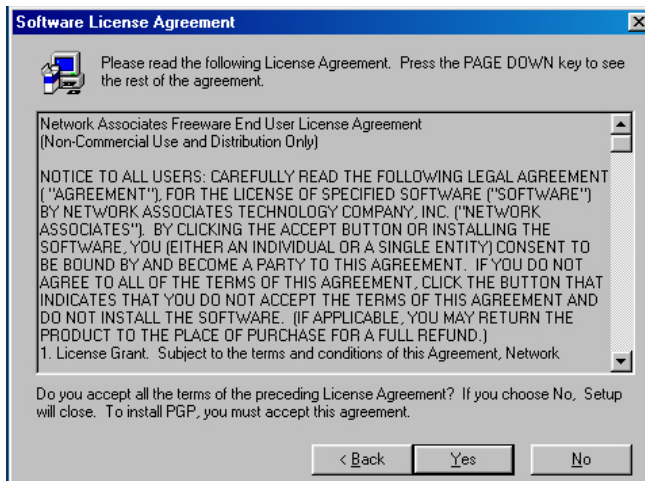
Double-click on **Setup.exe**



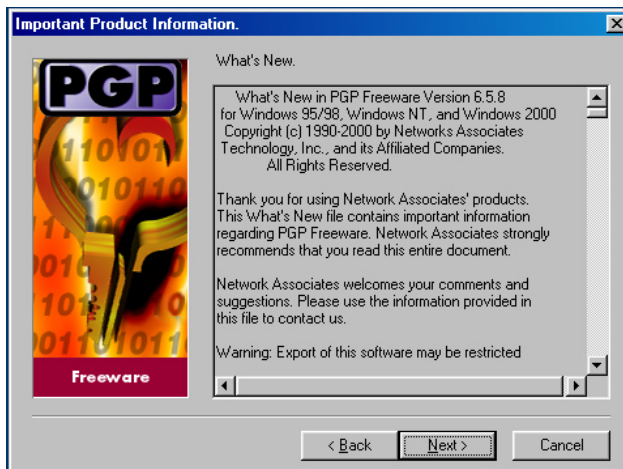
Click **OK**

Select **Next**. The PGP install will then begin

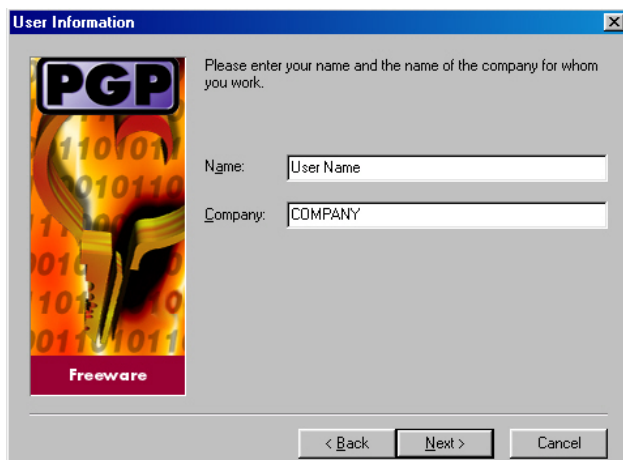




Select **YES** (to accept the License Agreement)



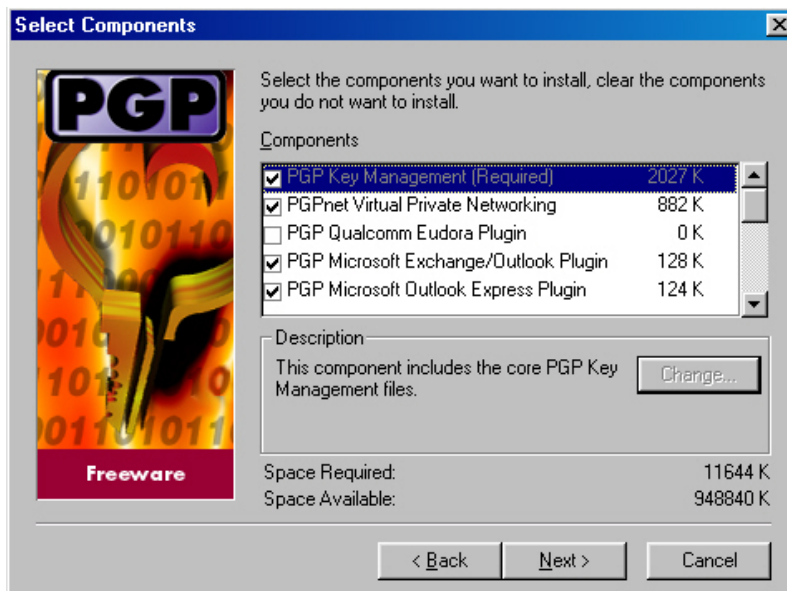
Select **Next**



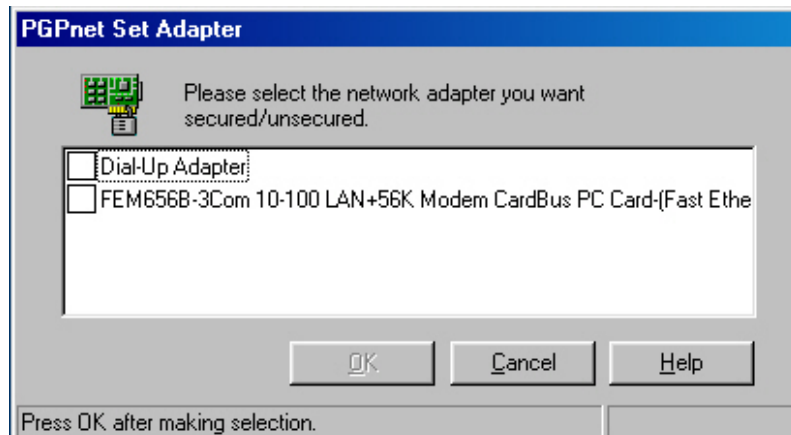
Enter your **User Name & Company/Agency** Information



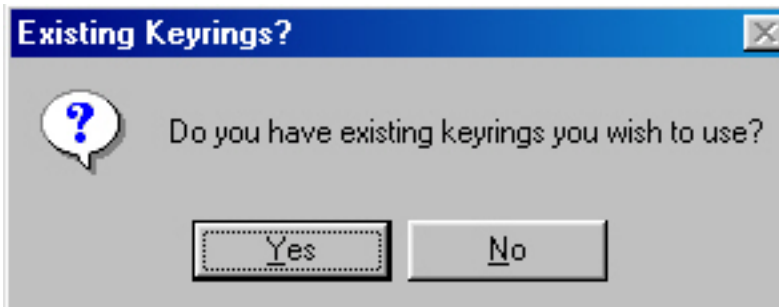
Select Next



Accept the default components to be installed. Select the Eudora Plugin ONLY if you use this email client  
Select Next



Check your network adapter if it is listed



Select **No** (unless you have previously installed PGP you will not have any keyrings)



Select **Finish** to restart your computer

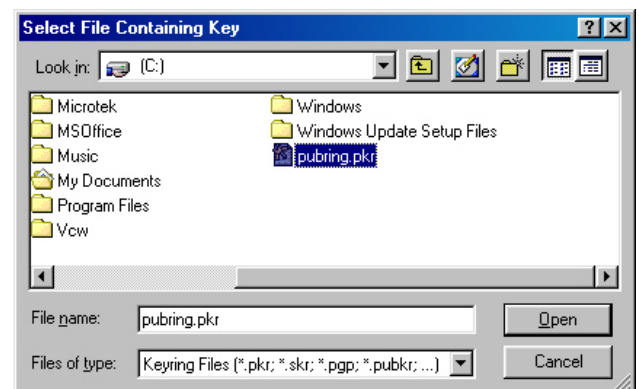
After your system has been restarted, you will notice a little LOCK icon in your system tray (bottom right hand corner of your screen)

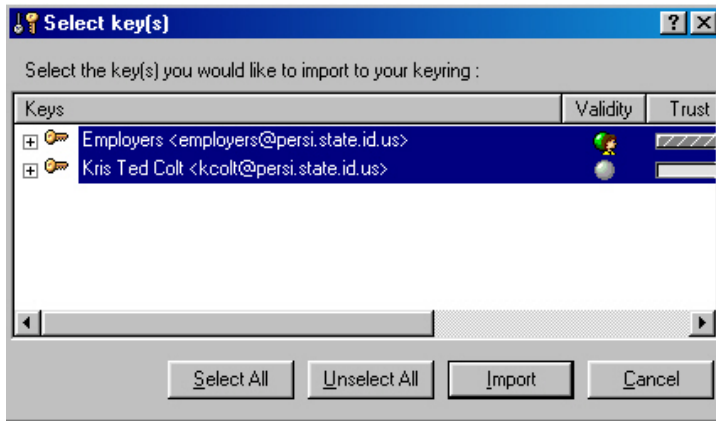


Right click on this icon and select **PGPKeys**

From the upper file menu, select **Keys**, then **Import**. Locate the **Pubring.pkr** file from the directory you downloaded the file into.

Select **Open**

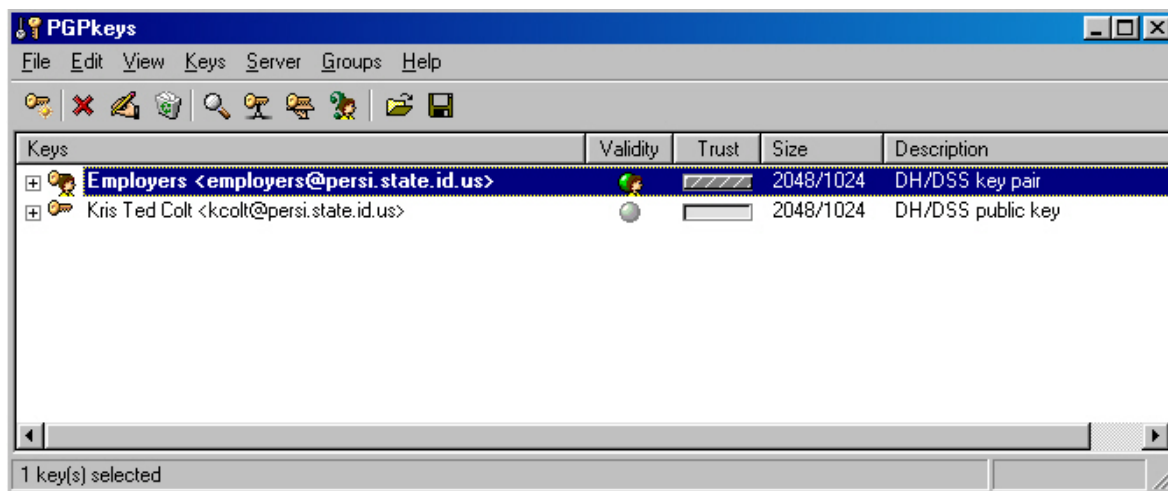




Highlight  
Employers <employers@persi.state.id.us>

Select **Import**

You will notice that the **Employers employers@persi.state.id.us** will now appear in the main PGPKey screen:



Click on **Exit**. You are now ready to do file encryption and upload Transmittals to PERSI!

# Employer File Encryption & Transmittal Procedure

## Exporting & Encrypting

1. Generate (Export) period-specific data to an Ascii file format for transmission (using employers accounting software) FILE MUST BE NAMED IN THIS FORMAT:

Example:

- File names will be constructed from the following components, separated by underscores, and followed by an extension of “.xmt”.

+ a leading “T” for "Transmittal" character	1 character
+ the employer number	4 characters
+ the transmittal's schedule name	up to 30 characters
+ the cycle end date	6 characters

Example:

Idaho Education Association's transmittal for the cycle ending 6/10/00 on a bi-weekly schedule would be:  
“T\_M545\_bi-weekly\_061000.xmt”

File identifies: (T\_Employer Number\_Frequency\_Month/Day/Year.xmt)

2. Locate the exported file with Windows Explorer
3. Right click on export file, select **PGP, Encrypt**. The PGPSHELL Dialog box appears.
4. Highlight the PERSI Public Key **Employers employers@persi.state.id.us** from the PGPSHELL Dialog box. With your mouse right click, drag down to the **Recipients** window. Select **Text Output**, then click **OK**.

Note: The export file will now be compressed (to aprox 10% of original size), encrypted and copied to a new file of the same name with the added extension of .asc.

Example:

From: T\_M5450\_Biweekly\_061000.xmt

To: T\_M5450\_Biweekly\_061000.xmt.asc

## Transmitting (Uploading) File To PERSI

1. Within Outlook 2000 / Outlook Express (or other email client) create a new mail message as follows:

To: [employers@persi.state.id.us](mailto:employers@persi.state.id.us)

Subject: T\_M5450\_Biweekly\_061000.xmt.asc (Subject must be the same as export file name)

2. **Insert** the newly encrypted file as an attachment
3. Click on **Send**. You're Done!!